

PARKING METER MONITOR

PURPOSE: To enforce parking regulations within the City of Duluth.

ACCOUNTABILITIES:

1. Enforce parking regulations within the City of Duluth.
 - * A. Patrol designated area on foot or by vehicle, or respond to calls in order to investigate and cite violators of parking regulations.
 - * B. Investigate and report to appropriate authorities violations requiring more action than a citation, such as towing vehicles, etc.
 - * C. Represent the City in communications and meetings regarding parking with individual citizens, citizen groups, City employees, and others.
 - * D. Testify in court regarding parking violations.
 - * E. Take pictures, diagram situations, and provide other communication necessary to explain the situation noted.
 - * F. Report to appropriate authorities defective or missing traffic control devices, or any other impediment to normal traffic or parking, or any hazard to public safety.
 - * G. Provide assistance to the general public as requested.
 - * H. Monitor the use of construction parking permits and other permitted impediments to normal traffic or parking.
 - * I. Investigate unusual and/or suspicious situations noted and report as necessary to the relevant authorities.
 - * J. Provide traffic control at special events and as assigned.
 - * K. Resolve complaints regarding parking to the extent possible on the scene.
 - L. Assist in the traffic office when assigned or due to personnel shortages.

MINIMUM QUALIFICATIONS:

LICENSES AND CERTIFICATIONS:

- † A. Possession of a Minnesota Class "D" driver's license or privilege upon hire and thereafter.
- B. BCA certification to operate a police computer terminal.

KNOWLEDGE:

- A. Extensive knowledge of parking regulations effective within the City of Duluth.
- B. Knowledge of Minnesota and Duluth traffic regulations.
- C. Knowledge of the geographic arrangement of the City of Duluth.
- D. Knowledge of attractions and their locations in order to direct people to those locations.

ABILITIES:

- † A. Ability to communicate effectively with people from a diverse socio-economic and/or ethnic background.
- † B. Ability to walk and stand for long periods of time in all kinds of weather.
- † C. Ability to work shifts.
- † D. Ability to learn to properly and efficiently use the mobile data terminal, radio, and other communications and computer equipment mounted in the traffic control vehicle or in the traffic office.
- † E. Ability to drive defensively.
- † F. Ability to learn and use First Aid, First Responder, and other topics provided by the Department.
- G. Ability to locate any address in the City of Duluth efficiently.
- † H. Ability to see (with or without corrective lenses) well enough to identify license plates and vehicles, the status of parking meters, and to identify traffic hazards, both to themselves and to others.
- † I. Ability to lift and carry up to 25 pounds regularly, and up to 50 pounds occasionally alone and to assist others lifting people.
- † J. Ability to write and diagram legibly.

SKILLS:

- † A. Skill at communicating effectively and diplomatically to resolve complaints.
- * Essential functions of the classification.
- † Minimum requirements necessary on the first day of employment.

Anlst: CT	Date: 20020806
Union: Basic	Pay: 18
CSB: 20020806	Class: 4415
CC: 20020909	Res: 02-0604R